



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
WASHINGTON, DC 20380-0001

MCO 1230.5A
MA
21 Jul 93

MARINE CORPS ORDER 1230.5A

From: Commandant of the Marine Corps
To: Distribution List

Subj: CLASSIFICATION TESTING

Ref: (a) MARCORMAN, par 1200
(b) MCO P1000.6F, ACTS Manual
(c) MCO P1100.71A, MPPM ADM
(d) MCO 1550.4D
(e) MCO 7220.52
(f) MCO P1080.35H, PRIM
(g) MCO P1080R.38C, RESPRIM

Encl: (1) Classification and Procurement Tests
(2) Marine Corps Test Facilities
(3) Requirements for Requesting Test Material
(4) Marine Corps Eligibility Criteria for
Testing/Retesting
(5) Authorized Language Proficiency Tests

Reports Required: Inventory of Classification Test Material
(Report Control Symbol EXEMPT)
par. 5b(5)

1. Purpose. To provide information on the Marine Corps Classification Testing Program and to publish initial testing and retest prerequisites.

2. Cancellation. MCO 1230.5.

3. Scope. Reference (a) established Marine Corps policy concerning the purpose, scope, and application of personnel classification. Reference (b) provides detailed instructions concerning the classification of military personnel. Reference (c) contains instructions and procedures for the enlistment or reenlistment of military personnel. References (d) and (e) provide information on the Defense Foreign Language Program and Foreign Language Proficiency Pay (FLPP). References (f) and (g) provide instructions for reporting and correcting of scores in the Manpower Management System. This Order provides information on the classification and personnel procurement tests used in achieving the objectives set forth in references (a) through (e).

4. Background. The classification testing program is designed to estimate an individual's general mental ability and aptitude for a specific assignment or selection.

a. Initial classification processing begins at the recruiting stations and at the MCRD's. Classification processing includes all interviewing and testing, as well as test and interview analysis.

(1) Individual interviews with each Marine are conducted to obtain information relative to the following areas:

- (a) abilities, language skills, and aptitudes
- (b) military and civilian occupations
- (c) education/technical training

(2) The objective of initial classification processing is to identify an individual's military potential and to make an initial assignment in consonance with manpower requirements.

b. Subsequent classification includes all classification actions effected after initial classification. The objectives of subsequent classification are the assignment of individuals to specific T/O billets, and the reclassification, retraining, and/or reassignment of personnel consistent with their individual military potential and the skill requirements of the Marine Corps. These objectives are achieved through the following actions:

(1) Interviewing Marines upon arrival at permanent duty stations to obtain the information indicated in paragraph 4a(1), and:

(a) to verify test score information on the Basic Training Record (BTR) (for active duty personnel);

(b) to verify test score information on the Reserve Basic Training Record (RBTR) (for Marine Corps reservist);

(c) to identify Marines requiring retesting. Unit commanders will ensure retests are administered to the following Marines:

1 Nonprior service Marines whose test scores are not reflected on their BTR, RBTR, or Record of Military Processing (DD Form 1966/1).

2 Prior service Marines who have been reaccessed, and whose test scores are not reflected on their BTR, RBTR, or DD Form 1966/1.

(2) Classification tests are to be administered under the following circumstances:

(a) To meet the prerequisites for assignment to formal schools, special duty assignments, and retraining in other occupational specialties.

(b) To meet the basic requirements for reenlistment options.

(c) To meet prerequisites for commissioning programs.

(d) To replace test scores not retrievable from the Marine Corps Total Force System (MCTFS) or the Official Military Personnel File (OMPF) held at HQMC.

c. A consolidated list of classification and personnel procurement tests currently authorized for Marine Corps use is contained in enclosure (1).

5. Marine Corps Test Facilities

a. Test materials are provided to test facilities by the CMC (MA). Commands not designated as a test facility (refer to enclosure (2)), and not covered under the cognizance of a test facility, will be provided test material upon written request to the CMC (MA). Enclosure (3) contains information that must be provided by commands requesting test material from the CMC (MA).

b. All test booklets, answer sheets, scoring keys, and other associated classification test material are controlled items. Commanders of the test facilities listed in enclosure (2) are responsible for the control and security of all test material in their custody. They will issue written instructions to ensure the establishment of sound security and compromise prevention measures as follows:

(1) An officer, SNCO, or civilian GS-7 (or higher) will be designated in writing as the Classification Test Material Custodian (CTMC). A certified true copy of the designation will be forwarded to the CMC (MA).

(2) A SNCO, NCO, or civilian GS-5 (or higher) will be designated in writing as the Testing SNCO/NCO. A certified true copy of this designation will be forwarded to the CMC (MA).

(3) Unit career planners are not eligible to be appointed as CTMC's or Test NCO's.

(4) All classification test material will be stored in safes or vaults when not in use. Combinations for these safes/vaults will be changed on the following occasions:

(a) When the safe/vault is originally placed in use for storage of classification test materials.

(b) When personnel (military or civilian) who have knowledge of the combination are no longer authorized or require access.

(c) When the combination has been subject to possible compromise.

(d) At least once semiannually.

(5) Classification test material will be inventoried as follows:

(a) semiannually, during June and December.

1 The CTMC will ensure that all classification test material is accounted for and, when practical, a page-check of each item will be made.

2 The CTMC will evaluate test material storage areas for proper security during each semiannual inventory. The evaluation results will be incorporated into that inventory. Evaluation results of the storage area should include the type of container(s) being utilized for storage, a description of the storage area, and accessibility to both during duty and off-duty hours.

3 The original of the semiannual inventory conducted in June will be forwarded to the CMC (MA). This inventory is due to the CMC (MA) by the last day of July. This report is exempt from reports control.

(b) Upon relief of a CTMC, a joint inventory of all test material will be conducted by the current CTMC and the person relieving the CTMC. This turnover inventory, and a certified true copy of the new CTMC's designation, will be forwarded to the CMC (MA) within 5 days of appointment.

(c) A sample of the inventory format will be forwarded to all CTMC'S by the CMC (MA).

(6) Compromise/Possible Compromise, Loss, Accidental Destruction, or Misuse of Test Material. The compromise/possible compromise, loss, accidental destruction, or misuse of classification test material will be reported immediately to the CMC (MA) via priority message (including periods of MINIMIZE). Test forms involved will immediately be suspended from use, and a statement to that effect will be included in the message. The suspended test forms will not be placed back in use until authorized by the CMC (MA). An officer/SNCO, other than the custodian, will be appointed per JAGINST 5800.7, Manual of the Judge Advocate General, to inquire into the circumstances surrounding any compromise/possible compromise, loss, accidental destruction, or misuse of test material. Upon completion of the investigation, the commanders will forward a complete copy of the investigation, via the chain of command, to the CMC (MA). If the

investigation cannot be forwarded within 60 days, the CTMC will notify the CMC (MA) of the circumstances surrounding the delay.

(7) When not in the possession of the person being tested, test material will only be handled by the CTMC or the testing SNCO/NCO.

(8) Marine Corps Classification Test Facilities have been established by the CMC in locations throughout the world to ensure adequate testing/retesting of Marine Corps personnel. In order to maintain standardized testing procedures and ensure a high quality of testing, each test facility should:

(a) Have adequate room allotted to ensure each examinee has a minimum working space of 36 by 15 inches.

(b) Have flat, level writing surfaces (table tops). Chairs with writing arms are not considered adequate for testing purposes.

(c) Be well ventilated and maintain a comfortable temperature year round.

(d) Be free of external distractions (i.e., heavy personnel traffic, machinery, etc.).

6. Test Facilities. Commanders listed in enclosure (2) are authorized to maintain and administer those classification tests described in paragraph 7. This authority includes the approval and/or disapproval of requests for retesting, except for requests within 6 months of the last test date. All requests for retest within 6 months of the last test date will be forwarded to the CMC (MA) for approval. No classification retests will be approved if within 90 days of the last test date except in cases where extreme extenuating circumstances can be shown.

7. Subsequent Classification Testing

a. The CMC (MA) is responsible for all classification testing conducted subsequent to initial classification. All inquiries regarding subsequent classification testing that cannot be answered at the local testing facility will be referred to the CMC (MA), DSN 224-4165/4166 or commercial (703) 614-4165/4166.

b. The following paragraphs provide brief descriptions of the standard and special classification tests authorized for Marine Corps personnel. These tests may be administered to any Marine (Regular or Reserve) who meets the eligibility requirements established in enclosure (4).

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(1) Standard Classification Tests

(a) Armed Services Vocational Aptitude Battery (ASVAB). On 14 November 1976, the Area Aptitude (AA) Test was discontinued. Scores obtained prior to that date are invalid for classification and assignment purposes. Since November 1976, the Marine Corps has used the ASVAB to classify and assign Marines. This test measures a Marine's aptitude and abilities necessary for successful performance on the job and during formal school training. As of 1 October 1984, ASVAB Form 10 is authorized only for recruit classification testing at the MCRD's as part of the Depot Level Verification Test process. Current editions of the ASVAB are used at Military Entrance Processing Stations (MEPS) for initial classification testing of applicants within the Enlisted Testing Program (ETP). ASVAB 18/19 will be used only by MEPS personnel for testing of high school students in the Student Testing Program (STP).

(b) Armed Forces Classification Test (AFCT). On 1 October 1984, the AFCT replaced the ASVAB for in-service retesting of Marine Corps enlisted personnel; however, ASVAB scores received prior to this date remain valid.

(c) General Classification Test (GCT). The GCT is administered in place of the ASVAB/AFCT for all commissioned and warrant officers and will be administered at The Basic School or as an in-service retest; scores are used to measure mental-abilities.

(2) Special Classification Tests

(a) Language Proficiency Test (LPT)/Defense Language Proficiency Test (DLPT) II/III/IV. The LPT and DLPT II/III/IV are designed as the standard tests for determining proficiency in a foreign language as required by reference (d). DLPT III and IV each contain three subtests: reading, listening, and speaking. Marines will be administered the reading and listening subtests during an in-service retest of the language. The speaking portion of the test will only be given upon request by the CMC (CRT). The CMC (CRT) is the sponsor for the Marine Corps Language Program and thus manages the FLPP Program. Enclosure (5) lists all language tests currently authorized for the Marine Corps.

(b) Cryptologic Diagnostic Examination (CDE). Cryptologic linguists assigned in OccFld 26 are required to take the Naval Security Group's CDE for the purpose of evaluating cryptologic language skills. Test development, distribution, administration, and scoring is conducted in accordance with Naval Security Group Instruction C1550.65A, Naval Security Group Foreign Language Proficiency Maintenance Program.

(c) Defense Language Aptitude Battery (DLAB). In November 1978, the Language Aptitude Test (LAT) was discontinued

and replaced by the DLAB. All LAT scores obtained prior to the discontinuance of the LAT are invalid for classification and assignment purposes. The DLAB is designed to measure a Marine's potential to learn a foreign language and to aid in the selection of personnel for language school training. The DLAB may be taken by personnel applying or considered for assignment to language training.

(d) Typing and Dictation Tests. The typing and dictation tests are designed to measure proficiency in personnel claiming these skills. Initial testing is administered at the MCRD's and is used in formal school assignment where these skills are a requirement. These tests may also be used in situations where such knowledge would be helpful in making proper personnel assignments.

(e) Electronic Data Processing Test (EDPT). The EDPT is used to aid in the selection of personnel for data processing training. This test will be administered to all personnel being considered or applying for assignment to the data processing field.

(f) Army Radio Code (ARC). The ARC is referred to by other branches of the Armed Forces as the Audio Perception (AP) Test. The ARC/AP is designed to measure aural abilities and mental recall capabilities. The ARC will be administered to personnel being considered or applying for assignment to Signals Intelligence/Ground Electronic Warfare, OccFld 26.

8. Administration Instructions for Classification Tests within the Regular and Reserve Establishments

a. Classification tests will be administered per instructions contained in the CMC (MA) Administration Manual for Marine Corps Classification and Language Tests and the pertinent Test Administration Manual. The CMC (MA) Administration Manual is distributed to the test facilities listed in enclosure (2), and is mailed with classification test material requested from the CMC (MA).

b. Only those test facilities listed in enclosure (2) are authorized to hold classification test materials on a continuing basis. This authority cannot be subdelegated to subordinate commands or units (with the exception of the satellite test facilities listed in paragraph 11). Subordinate commands and units are authorized, however, at the discretion of the local CTMC and with the CMC (MA) approval, to draw and hold classification test materials for a period of not more than 10 days, and to administer such tests to particular individuals providing that strict compliance with paragraph 5b(4) is met. Individual units departing the geographical location of a test facility (i.e., unit deployment/field exercises) must contact the CMC (MA) to request permission to maintain test material at their level while deployed.

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c. Personnel who are familiar with, or have had access to, classification test materials (i.e., recruiters, recruiting personnel, test facility personnel, etc.) are not authorized to test/retest until a period of 2 calendar years has elapsed from the date of their reassignment from that position. Requests for waivers to this requirement must be submitted in writing to the CMC (MA) for consideration, and must contain all information required in enclosure (3)

d. Marines will be retested per the instructions in enclosure

(4). Exceptions to those requirements can only be authorized by the CMC (MA). Once a Marine or other personnel has started a language/classification test, it must be completed unless extenuating circumstances exist. In the event the person being tested does not desire to complete a test, the test will be forwarded to the CMC (MA) with an explanation. The CMC (MA) will determine if a justifiable reason exists for the test not being completed. If none exists, the test scores obtained from the incomplete test will become the official scores of record. In all other circumstances the new scores attained from a test, whether higher or lower than the previous test, will become the official scores of record.

e. Marine Corps personnel are not authorized to be retested at a MEPS or at test facilities established by other components of the Armed Forces without the approval of the CMC (MA). Retesting at a Marine Corps test facility will ensure that all test results are received and processed in a timely manner.

f. Marine Corps test facilities and commands requesting test material are only authorized to administer classification tests to Marine Corps personnel. The retest criteria for other components of the Armed Forces are substantially different from the Marine Corps criteria and those tests may not be accepted. The testing of former Marines, civilian personnel, or members of other branches of the Armed Forces is not authorized without the CMC (MA) approval.

g. Classification test material is for "OFFICIAL USE ONLY." Accountable test material (test booklets, scoring keys, test tapes, and scored answer sheets) will be transmitted by "REGISTERED" (not certified) mail or hand-carried. Completed or partially completed answer sheets, which have not been scored, may be transmitted via certified mail to the appropriate MCRD or the CMC (MA) for processing. If certified mail is used, a "Return Receipt" must be requested. Parcels containing classification test materials must be double-wrapped, tape-sealed, and accompanied by a signed letter of transmittal. The inner wrapper will be clearly marked in such a manner as to identify the contents as "For Official Use Only - Classification Test Material - To Be Opened by Authorized personnel ONLY." When transmitting parcels containing reel-to-reel or cassette tapes, the outer wrapper must be clearly marked

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"Mag Tape - DO NOT X-RAY." The letter of transmittal will include a statement or enclosure which lists the test material transmitted. Test booklets will not be transmitted in the same package with scoring keys. The official mailing address for CMC (MA) is:

Commandant of the Marine Corps (MA)
Headquarters, U.S. Marine Corps
2 Navy Annex
Washington, DC 20380-1775

h. All commands/units receiving test material from the CMC (MA) will acknowledge receipt by completing the endorsement attached to the CMC letter of transmittal and returning it to the CMC (MA) within 2 working days of receipt.

i. Test material requested from the CMC (MA) or from a Marine Corps District headquarters, for the purpose of testing a particular Marine, will be returned to the originator within 10 days of receipt. Units may be authorized to retain test material for a longer period, but only with the originator's written approval.

9. Test Scoring and Reporting Procedures

a. Accession Testing. Accession testing, which encompasses the STP, the ETP, and the administration of special classification tests is administered by the MEPS in accordance with MEPCOM regulations. Test scores for all nonprior service and prior service personnel are entered into the MEPCOM data base for retention. Once accessed, those scores are loaded into the Automated Recruit Management System (ARMS) for transfer to the MCTFS for input into the Marine's record. Test scores for prior service personnel, not required to attend Marine Corps recruit training, must be forwarded to the CMC (MA) for input into the MCTFS. The recruiting service is responsible for the administration of the Enlistment Screening Test (EST) and the Wide Range Achievement Test (WRAT) which are used for pre-accession screening.

b. In-Service Retesting

(1) _. All in-service retests of Marine Corps personnel will be machine/hand-scored at one of the two recruit depots or by the CMC (MA) to become part of their official record. Test facilities located east of the Mississippi will send their answer sheets to MCRD Parris Island, while test facilities located west of the Mississippi will send their answer sheets to MCRD San Diego. Scored answer sheets will be maintained on file at the MCRD for a period of 1 calendar year. Depot Level Verification Test answer sheets will be retained on file for 60 days.

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(2) Reporting Procedures

(a) Classification test answer sheets received by the MCRD will be machine/hand-scored, entered into the MCTFS, and retained on file for a period of 12 months.

1 Upon the administration of a subsequent classification test, and within a period of 15 to 20 days, the parent unit may view the scores on the test score screen of the Manpower Transition System (MTS).

2 In cases where test scores have not posted to the MCTFS within 30 days of the test date, units should contact the CMC (MA) for guidance and assistance. Under no circumstances should units or individuals contact the CMC (MA) for test score information which could otherwise be determined through unit level MCTFS inquiries.

(b) Reporting of classification test scores via the unit diary is not authorized by field commands. Classification test scores can only be input into the MCTFS by the MCRD's or by the CMC (MA).

(c) The BTR/RBTR or the appropriate screen of the MTS will contain the test scores/information currently reflected in the MCTFS. Reporting units finding discrepancies in test scores will notify the CMC (MA) and request corrective action. Table 10-3 (item 4) of reference (f) and paragraph 8091 of reference (g) outlines procedures to be followed for correction of test scores within the MCTFS.

10. Supply of Classification Testing Material

a. Each test facility will maintain enough classification test materials as needed to provide the geographical location with adequate test support. The amount of test materials requested by each classification test facility will be validated and approved by the CMC (MA).

b. When an increase or decrease in the amount of test material is desired or when test materials become unserviceable, replacements will be requested from the CMC (MA). Upon receipt of new material and authority from the CMC (MA), the old test material will be destroyed locally by the CTMC. A destruction report, containing the below information, will be provided to the CMC (MA).

(1) Date of destruction.

(2) Means and location of destruction.

(3) Test material destroyed (to include serial numbers of each item).

c. Test facilities, with the exception of the MCRD's, will maintain a minimum 90-day supply of classification test answer sheets. MCRD's will maintain a minimum 180-day supply. Classification test answer sheets identified as a "NAVMC" form must be requisitioned through local supply channels. Any, other classification test answer sheet identified as a "DLI" or "DLIFLC" form must be requested from the CMC (MA).

d. Reproduction of any classification test material, whole or in part, is prohibited without written authorization from the CMC (MA).

11. Satellite Test Facilities

a. Satellite test facilities were established to allow classification testing in areas which would otherwise cause hardship to the personnel who require testing.

b. Satellite test facilities may be established only by the CMC (MA).

c. The following satellite test facilities are established:

<u>PARENT FACILITY</u>	<u>SATELLITE FACILITY(IES)</u>
Commander, Marine Corps Bases Pacific, Camp H. M. Smith, HI	CO, MARBKS, Yokosuka, Japan
Commanding Officer, Marine Security Guard Battalion, Quantico, VA	CO, CoA, MSGBn, AmConGen, Frankfurt, Germany
	CO, CoB, MSGBn, AmEmb, Casablanca, Morocco
	CO, CoC, MSGBn, AmEmb, Bangkok, Thailand
	CO, CoD, MSGBn, Miami, FL
	CO, CoE, MSGBn, AMCONGEN, Frankfurt, Germany
	CO, CoF, MSGBn, AmEmb, Nairobi, Kenya
	CO, CoG, MSGBn, AmEmb, Abigidan, Ivory Coast

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Commanding Officer
Marine Support Battalion
Washington, DC

CO, CoA, MarSptBn,
Ft. Meade, MD

OIC, Subunit, CoA,
Denver, CO

CO, CoB, MarSptBn,
Edzell, UK

CO, CoC, MarSptBn,
Guam, Marianas

CO, CoD, MarSptBn,
Galeta Island, Panama

CO, CoE, MarSptBn,
Misawa, Japan

CO, CoF, MarSptBn,
Rota, Spain

Co, CoG, MarSptBn,
Menwith, UK

CO, CoI, MarSptBn,
Adak, AK

CO, CoK, MarSptBn,
Pensacola, FL

CO, CoL, MarSptBn,
Guantanamo Bay, Cuba

d. The parent test facility is responsible for ensuring that all satellite test facilities properly secure, administer, and forward test materials for processing.

e. Satellite test facilities will submit their annual inventory to the parent test facility for preparation of a consolidated inventory. The annual inventory submitted by the parent test facility will indicate what material has been subcustodied to each of its satellite test facilities.

12. Violation of Testing Procedures. Compliance with the provisions of this Order is mandatory for all Marine Corps Test Facilities and requesting commands to preclude loss and/or compromise of classification test material. Noncompliance with these provisions may result in the termination of status as a test facility or denial of request for test material.

13. Records Disposition. The following records disposition instructions are established:

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a. Records relating to the inventory of classification test material.

Retention period: Retain onboard. Destroy upon completion of new inventory.

b. Records relating to reporting/investigating of compromise/possible compromise, loss, accidental destruction, or misuse of classification test material.

Retention period: Retain onboard. Destroy 2 years after end of calendar year involved.

c. Records relating to the assignment of a CTMC and Testing NCO.

Retention period: Retain onboard. Destroy 1 year after completion of assignment.

d. Records relating to requests for retesting/waivers of test or records relating to an increase/decrease in the amount of test material.

Retention period: Retain onboard. Destroy 2 years after end of calendar year involved.

e. Records used as supporting documentation for unit diary reporting.

Retention period: Retain onboard. Destroy 1 year after end of calendar year involved.

14. Summary of Revision. This Order contains a substantial number of changes which require a complete review. The following are the significant changes:

a. Redefines procedures for annual storage facility review (paragraph 5b(5)(a)2).

b. Identifies the CMC (CRT) as the sponsor for Marine Corps Language Program and FLPP Program (paragraph 7b(2)(a)).

c. Provides deploying units with procedures for requesting test material (paragraph 8b).

d. Provides additional test administration procedures (paragraph 8d).

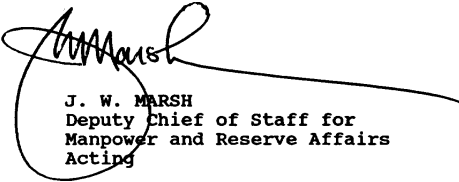
e. Redefines procedures for scoring and reporting of classification/language tests (paragraph 9).

f. Enclosure (6) is no longer applicable and has been deleted from this revision.

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15. Reserve Applicability. This Order is applicable to the Marine Corps Reserve.



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CLASSIFICATION AND PROCUREMENT TESTS

<u>CLASSIFICATION TEST OR TEST BATTERY</u>	<u>TEST EMPLOYMENT</u>	<u>COGNIZANT CMC CODE</u>	<u>PERTINENT DIRECTIVE</u>
Armed Service Vocational Aptitude Battery (ASVAB) Forms 15/16/17	Enlistment/ Officer Screening	MA	MCO P1100.75B MCO P1100.73B
Armed Service Vocational Aptitude Battery (ASVAB) Form 18/19	Enlistment Screening (HS Test)	MA	MCO P1100.75B MCO 1130.52D
Armed Forces Classification Test (ASVAB 9A/9B)	Enlisted Classification	MA	This Order
General Classification Test (GCT) Forms 3A/3B	Officer Classification	MA	This Order
Typing Test	Enlisted Classification	MA	This Order
Dictation Test	Enlisted Classification	MA	This Order
Electronic Data Processing Test (EDPT)	Officer/ Enlisted Classification	MA	This Order
Army Radio Code (ARC)	Enlisted Classification	MA	This Order
Language Proficiency Test (LPT)	Officer/ Enlisted Classification	MA/CRT	This Order
Defense Language Proficiency Test II/III/IV (DLPT II/III/IV)	Officer/ Enlisted Classification	MA/CRT	This Order
Defense Language Aptitude Battery (DLAB)	Officer/ Enlisted Classification	MA/CRT	This Order
Enlistment Screening Test (EST)	Enlistment Screening	MA/MRRP	This Order

ENCLOSURE (1)

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Wide Range Achievement Test (WRAT)	Enlistment Screening	MRRP	MCO P1100.72
Scholastic Aptitude Test (SAT) and American College Test (ACT)	Officer Screening	MRO	MCO P1100.73B MCO 1560.15J
Officer Aptitude Rating (OAR)	Officer Screening	MRO	MCO P1100.73B
Aviation Qualification Rating (AQR)	Aviation Screening (Officer)	MRO/ASM	MCO 1040.9N MCO 1040.41A MCO P1100.73B MCO 1542.1E
Flight Aptitude Rating (FAR)	Aviation Screening (Officer)	MRO/ASM	MCO 1040.9N MCO 1040.41A MCO P1100.73B MCO 1542.1F
Biographical Inventory (BI)	Aviation Screening	MRO/ASM	MCO 1040.9M MCO 1040.41A MCO P1100.73B MCO 1542.1E

ENCLOSURE (1)

MARINE CORPS TEST FACILITIES

<u>TEST FACILITY</u>	<u>TFCN*</u>
MCCDC Quantico VA	MCD
FMFLant Norfolk VA	NFV
MCB Camp Lejeune NC	CLN
MCB Camp Pendleton CA	CPC
MCB Camp Butler JA	OKI
MCAGCC 29 Palms CA	29P
MCRDep/ERR Parris Island SC	PIS
MCRDep/WRR San Diego CA	SDC
MCLB Albany	ALG
MCLB Barstow	BAR
MCAS Cherry Pt NC	CHP
Camp H M Smith HI	HMS
MCAS El Toro CA	TOR
1st MCD Garden City NJ	LIN
4th MCD Philadelphia PA	PHP
6th MCD Atlanta GA	ATG
8th MCD New Orleans LA	NOL
9th MCD Shawnee Mission KS	SMK
12th MCD San Diego CA	SFC
MATSG-90 NAS Millington TN	MMT
MCAS Kaneohe Bay HI	KBA
MCAS Yuma AZ	YUA
MCAS Iwakuni JA	IWA
MCSA Kansas City MO	KCM
MSG Bn Quantico VA	QUV
MarSptBn Washington DC	MSB
HqBn HQMC Arlington VA	TBS
1st RadBn MCAS Kaneohe Bay HI (language testing only)	PAC
2d RadBn Camp Lejeune NC (language testing only)	LAN
Hq FMFEur (Designate) London England	EUR

*Test Facility Control Number

ENCLOSURE (2)

REQUIREMENTS FOR REQUESTING TEST MATERIAL

REQUIREMENTS FOR REQUESTING TEST MATERIAL FROM THE CMC	A F C T	G C T	D L A B	E D P T	A R C	L D P L T P T	T Y P E	D I C T
Name, grade, SSN, service component (USMC/USMCR)	X	X	X	X	X	X	X	X
Justification for retest	X	X	X	X	X	X	X	X
Statement of availability of cassette tape player			X		X	X		X
Name and language code for LPT/DLPT II/III/IV materials (See enclosure (5))						X		
Date of last test and scores	X	X	X	X	X	X		
Complete mailing address	X	X	X	X	X	X	X	X
Point of Contact and telephone number	X	X	X	X	X	X	X	X

MARINE CORPS ELIGIBILITY CRITERIA FOR TESTING/RETESTING

CRITERIA FPR TESTING/RETESTING	A F C T	A S V A B	G C T	D L A B	E D P T	T D Y I P C E T	L D P L T P T	A R C
Personnel identified for the 26XX MOS (See note 1)								X
Enlisted personnel not more than once every 6 months (See note 2)	X			X	X	X	X	
Enlisted personnel with no test score data on file in SRB/MCTFS (See note 1)		X						
Prior service/nonprior service accessions (at MEPS) (See note 1)		X						
All recruits (See note 3)		X						
Personnel claiming skills in:								
Typing/Dictation (See note 2)						X		
Foreign language (See note 2)							X	
Test requires annual recertification (See note 4)							X	
Personnel considered for or applying for Data Processing (See note 1)					X			
All commissioned and warrant officers not more than once every 6 months (See note 2)			X	X	X		X	
When directed by the CMC (See note 1)	X	X	X	X	X	X	X	

- NOTES: 1. Testing required.
2. Testing optional.
3. All recruits are retested with the Depot Level Verification Test.
4. If in receipt of Foreign Language Proficiency Pay.

21 Jul 93

AUTHORIZED LANGUAGE PROFICIENCY TESTS

<u>LANGUAGE</u>	<u>LANGUAGE CODE</u>	<u>DOD LANGUAGE CODE</u>
ALBANIAN	A3	AB
ARABIC (Modern Standard)		AD
BULGARIAN	C2	BU
BURMESE	C3	BY
CAMBODIAN	S3	CA
CHINESE AMOY	VI	YD
CHINESE CANTONESE	D2	CC
*CHINESE MANDARIN		CM
CHINESE MANDARIN		CM
CZECH	E2	CX
DANISH	E3	DA
DUTCH/FLEMISH	V4	DU
FINNISH	E8	FJ
FRENCH		FR
GERMAN		GM
GREEK	F6	GR
HEBREW, MODERN	G4	HE
HUNGARIAN	G7	HU
ICELANDIC	G8	JC
INDONESIAN	HI	JN
ITALIAN		JT
JAPANESE	H3	JA
KOREAN		KP
LITHUANIAN	K1	LT
LAO	J6	LC
NORWEGIAN	LS	NR
PERSIAN	L8	PF
PHILIPPINES-TAGALOG	P4	TA
POLISH		PL
PORTUGUESE-EUROPEAN		PT
PORTUGUESE-BRAZILIAN	T8	PQ
ROMANIAN		RQ
RUSSIAN		RU
SERBO-CROATION	M8	SC
SLOVENIAN	N6	SL
SPANISH		QB
SWAHILI	PI	SW
SWEDISH	P2	SY
THAI	Q1	TH
TURKISH	Q6	TU
UKRAINIAN	Q9	UK
VIETNAMESE		VN
YIDDISH	R9	YJ

*DLPT II Version for those trained in simple characters

ENCLOSURE (5)